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# AUDIT STAFF REPORT OF AUDIT

This report presents the findings developed from an audit undertaken pursuant to Audit Staff responsibilities and authorities set forth in organization regulations. Unless otherwise indicated in the report, the audit included review and appraisal of internal controls and procedures and such other audit processes, test checks and verification of accounts, assets and transactions as were considered appropriate and consistent with generally accepted audit standards in the circumstances.

The objectives of the audit were to determine for management whether

- (1) Adequate controls and procedures have been established and are being applied effectively to safeguard organization resources and assure that resources are used only for approved and legal purposes, and
- (2) Activities are being conducted economically, efficiently and in conformance with policy determinations and directives.

Printing Services Division

For the period:

From 1 May 1961

Through 30 June 1963

Chief, AAE Division

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Date 16 October 1963

This report consists of 4 pages.

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REPORT OF AUDIT  
Printing Services Division  
Office of Logistics

For the Period  
1 May 1961 - 30 June 1963

INTRODUCTION

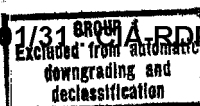
1. The Printing Services Division (PSD) of the Office of Logistics operates printing and reproduction facilities and provides services to components of the Agency as required. PSD is not responsible for those facilities used only in connection with DD/P operational projects or the specialized activities of TSD. Printing and reproduction facilities are located [REDACTED] in the South Building, and in the Headquarters Building. Materials are stored at [REDACTED] and the administrative offices are located at [REDACTED] Quarters Eye. PSD has a permanent staff of [REDACTED] and the fiscal year 1963 budget was [REDACTED]. The entire budget is charged to PSD but costs of printing and reproduction are distributed to Agency consumers through Agency general ledger Account 602.4 - "Indirect Costs - Printing Services." The Agency receives reimbursement for services provided to other agencies.

SUMMARY OF FINDINGS

2. PSD maintains a simple system of records for collection, and distribution to consumers, of printing and reproduction costs. Information on operating results as reflected by PSD records and reports appear sufficiently accurate under the circumstances. Brief statements of PSD operations, compiled from PSD records and Agency records, for fiscal years 1962 and 1963 are presented as attachments to this report. The audit disclosed no matters requiring corrective action.

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